

2005 REVISIONS TO HHS TRAVEL MANUAL

1-00 PLAN OF THE MANUAL

1-00-00 PURPOSE

Updated for purposes of clarification.

1-00-20 DEVELOPMENT AND MAINTENANCE

Updated for purposes of clarification. Outlined effective dates.

1-00-30 DISTRIBUTION

Updated to clarify that the manual will be available in electronic format.

1-10 HHS TRAVEL POLICIES

1-10-00 PURPOSE

Updated for purposes of clarification.

1-10-10 FEDERAL TRAVEL REGULATION (FTR)

Updated for purposes of clarification.

1-10-20 HHS TRAVEL MANUAL

Updated for purposes of clarification, including necessary changes due to HR consolidation.

1-10-30 TRAVEL GUIDANCE ON THE INTERNET

Updated web address for travel guidance.

1-20 TRAVEL PLANNING

1-20-10 GENERAL POLICY

Updated the Federal Travel Regulation (FTR) citations.

1-20-20 CONFERENCE PLANNING INVOLVING EMPLOYEE TEMPORARY DUTY TRAVEL

Updated for purposes of clarification (timing).

1-30 REIMBURSEMENT OF TRAVEL EXPENSES FOR PRE-EMPLOYMENT INTERVIEW

1-30-00 PURPOSE

Updated for purposes of clarification.

1-30-10 GENERAL

Added explanation of when expenses may be reimbursed.

1-30-20 APPLICATION

Updated for purposes of clarification: no actual expense authorization for pre-employment interviews; guidelines for authorizing officials on proper considerations before authorizing pre-employment interview trip expenses.

1-40 ATTENDANCE AT NON-GOVERNMENT SPONSORED MEETINGS

1-40-00 PURPOSE

Updated for purposes of clarification.

1-40-20 POLICY ON ATTENDANCE AT MEETINGS

Updated to remove references to outdated documents.

1-40-30 AUTHORIZING ATTENDANCE AT DOMESTIC MEETINGS

Updated for purposes of clarification; added cross-reference to other Travel Manual provisions.

1-50 TRAVEL TO/FROM HHS HOSPITALS AND MEDICAL FACILITIES

Entire Chapter updated and revised consistent with FTR and Public Health Service Act. Clarified status of patients in different types of situations and explained how travel rules apply in each situation. Noted that employees traveling with patients as part of official duties are excluded from coverage of Chapter.

1-60 TRAVEL OF CONSULTANTS, EXPERTS, AND INVITATIONAL TRAVELERS

1-60-00 PURPOSE

Updated for purposes of clarification.

1-60-10 DEFINITIONS

Updated for purposes of clarification; one definition added.

1-60-20 GENERAL

Updated for purposes of clarification.

1-60-30 TRAVEL DOCUMENTATION

Added section to clarify process and procedures.

1-60-40 TRAVEL ADVANCES

Updated for purposes of clarification and cross-referencing within Travel Manual.

1-60-50 PER DIEM ALLOWANCES

Clarified use of lodgings-plus rates for per diem.

1-70 ACCEPTANCE OF PAYMENT IN CASH OR SERVICES IN-KIND TO COVER TRAVEL EXPENSES

1-70-00 PURPOSE

Updated for purposes of clarification.

1-70-10 DEFINITIONS

Augmented definitions and clarified many aspects, including citations to pertinent sources.

1-70-20 LEGISLATIVE AUTHORITY

Updated for purposes of clarification.

1-70-30 DEPARTMENTAL POLICY

Augmented coverage, to address: requirements for sponsor-paid travel; when higher class of accommodations than coach/basic may be authorized if sponsor is paying; prohibition of after-the-fact approval of sponsor payment, except in certain circumstances where sponsor payment had already been approved in a lesser amount for that trip; clarification of when Federal grant or contract funds may be used for sponsor's payment of employee travel costs; rules applicable if payment involves advisory services; difference between direct payment to the Government and payment of cash to an employee as reimbursement, and when each is permissible/prohibited; specific rules for payments by foreign governments or international organizations; etc.

1-70-40 AUTHORIZATION PROCEDURE

Added clarification of who is responsible for payment in various situations where a non-Federal source offers to pay certain expenses (particularly at a higher rate than Federal per diem) but then fails to pay as expected.

1-70-50 REPORTS

Updated for purposes of clarification.

**1-80 REIMBURSEMENT FOR EXPENSES INCIDENT TO TRAINING UNDER
THE GOVERNMENT EMPLOYEES TRAINING ACT (GETA)**

1-80-00 PURPOSE

Updated for purposes of clarification.

1-80-10 DEFINITIONS

Three definitions added.

1-80-20 AUTHORITY

Updated for purposes of clarification.

1-80-30 ALLOWANCES FOR TRAINING

Added clarification on appropriate choices for lodging, etc. Changed HHS policy and guidelines on setting maximum subsistence rates for extended travel for training, incorporating basic GSA standards. Set out new time ranges and methods to determine appropriate reduction in per diem allowances for such travel. Former percentage caps replaced by more flexible standards for lodging, with higher guideline caps (none specified for foreign OCONUS); M&IE reduction guidelines set, based on provision of meals and/or cooking facilities at long-term lodging. Added provisions, clarification, and examples concerning temporary duty (TDY) travel elsewhere during course of training period.

1-80-40 ADVANCE OF FUNDS

Updated for purposes of clarification.

1-80-50 TRAVEL DOCUMENTATION

Updated for purposes of clarification.

1-80-60 CLAIMS FOR REIMBURSEMENT

Updated for purposes of clarification and added cross-references to other Travel Manual provisions.

1-80-70 RECOVERY OF TRAINING EXPENSES FROM EMPLOYEES

Updated for purposes of clarification.

**1-90 TRAVEL EXPENSES FOR MEMBERS OF NATIONAL ADVISORY
COUNCILS AND ADVISORY COMMITTEES**

1-90-20 AUTHORIZATION OR APPROVAL

Updated process to include automated system; eliminated references to post orders.

1-90-30 CLAIMS FOR REIMBURSEMENT

Updated to include general references to FTR and HHS Travel Manual provisions, rather than listing current items and maximum amounts for reimbursement.

2-00 TRAVEL REPORTS TO OVERSIGHT AGENCIES

New Chapter.

3-00 HHS TRAVEL ACCOUNTING SYSTEM REQUIREMENTS

3-00-10 INITIATION OF TRAVEL AUTHORIZATIONS

Updated for purposes of clarification re timing of travel authorization, Intranet location of printable version of travel order form, and travel under reimbursable agreements between OPDIVs/STAFFDIVs.. Added guidance on no-cost-to-the-Government travel authorizations.

3-10 TRAVEL AUTHORIZATIONS AND VOUCHER CLAIMS

3-10-20 TRAVEL VOUCHERS

Added clarification of who has appeal rights to GSBCA.

3-20 TRAVEL ADVANCES

3-20-10 EMPLOYEES ELIGIBLE FOR ADVANCE OF FUNDS

Added HHS policy exception to entitlement to advance of funds for travel, consistent with constraints on misuse of Government-issued travel charge cards.

3-20-20 METHOD OF TRAVEL ADVANCE PAYMENT

Clarifications added as to entitlement to ATM cash advances and exceptions to permit traditional cash advance in very unusual circumstances where travel charge card cannot be used. Reduced amount of traditional cash advance for employees who do not have a travel charge card, with clarification of hardship policy which may permit greater cash advance amount. Provided phase-in period for new HHS policy on denying cash advances to employees who lost travel charge card privileges due to abuse/misuse of the card.

3-20-30 LIQUIDATION OF TRAVEL ADVANCES

Updated and clarified procedures for liquidation of overpayments of travel advance funds, including accrual of interest and procedures for employees on extended travel of at least seven weeks.

3-20-40 CONTROL OF TRAVEL ADVANCES

Updated for purposes of clarification.

3-30 TRAVEL RESERVATIONS, FREQUENT FLYER PROGRAMS, AND OPDIV TRAVEL PROGRAMS

3-30-20 FREQUENT FLYER PROGRAMS AND PROMOTIONAL MATERIALS

Augmented HHS policy on applicability of city-pair contracts and payment of small administrative fee, if applicable, for redemption of frequent flyer mileage to obtain free ticket for use on Federal official business travel.

4-00 TRANSPORTATION EXPENSES

4-00-20 TRANSPORTATION METHOD, TRAVEL ROUTING, AND TIPS

Updated to include reminder, and cross-reference to appropriate Travel Manual section for discussion, of leave rules as applicable to travel days; reiterated expectation that travelers make maximum use of courtesy (free) transportation.

4-00-30 PROCURING COMMON CARRIER TRANSPORTATION

Statements of HHS policy added for (a) use of FTR exception to use of contract carriers when fare available to the general public on another carrier results in lower overall cost to the Government, and (b) liability for payment of non-contract carrier ticket cost if trip is rescheduled or canceled.

4-00-40 MANDATORY USE OF CONTRACT FARES AND WHEN CANNOT USE

Updated for purposes of clarification.

4-00-50 COACH CLASS AND WHEN HIGHER CLASS ACCOMMODATION UPGRADES ALLOWED

Updated FTR citation.

4-00-70 COMPENSATION FROM AIRLINE FOR DENIAL OF SEAT VERSUS VOLUNTARILY VACATING SEAT

Updated for purposes of clarification.

4-00-80 USE OF PRIVATELY OWNED VEHICLES, RENTAL CARS, AND OTHER SPECIAL CONVEYANCES

Updated name of DoD agency. Clarified policy on personal use of rental vehicle on non-workdays, adding cautions as to potential employee personal liability. Added guidance concerning factors impacting on choice of type of transportation, with explanation of when employee may not be reimbursed for full cost.

4-00-90 INTERNAL CONTROLS OVER THE AUTHORIZATION AND PAYMENT OF TRANSPORTATION EXPENSES

Added clarifying guidance for exercise of management discretion, and examples of how to apply rules concerning leave requests and work obligations on travel days. Added reminder to management officials of responsibility to ensure compliance with FTR and HHS Travel Manual when authorizing travel and/or approving reimbursement of expenses.

4-10 MISCELLANEOUS EXPENSES

4-10-10 REIMBURSABLE MISCELLANEOUS EXPENSES

Updated for purposes of clarification and explanation of differences in OCONUS rules on reimbursement for hotel taxes. Augmented statement of HHS policy on reimbursement for telephone calls while on travel; changed policy to permit reimbursement for “call home/to dependents” on single-night travel; modified applicable authorization policy for OCONUS travel “calls home/to dependents”; included reminder of FTR mandate to use Government telecommunication systems for “calls home/to dependents”; and added requirement for receipts for all such calls placed over commercial lines/phones. Expanded and clarified HHS policy on “calls home/to dependents” during certain emergency situations. Clarified that interest on personal credit cards is not reimbursable, if used in rare situations where travel charge card is not accepted in remote location.

4-20 OFFICIAL DUTY TRAVEL EXPENSES IN LOCAL TRAVEL AREA

4-20-00 PURPOSE

Updated for purposes of clarification.

4-20-10 DEFINITION OF OFFICIAL DUTY STATION AND HHS LOCAL TRAVEL AREA

Revised definitions of “official duty station” and “local travel area” to comport with GSA’s application of provisions in FTR. Redefined HHS local travel area, including new limited exception to general non-payment of per diem policy, available for use in management’s discretion, and provided examples of application of entire policy on paying per diem within local travel area. Clarified that if per diem is authorized, travel charge card must be used to pay applicable expenses, consistent with FTR and HHS Travel Manual.

4-20-20 HHS LOCAL TRAVEL AREA POLICY

Updated for purposes of clarification, *e.g.*, as to HHS policy applying 50-mile policy precluding payment of per diem (with limited exception for travel under GETA) to distance of TDY site from employee’s residence, in addition to distance from regular duty station.

4-20-30 CRITERIA FOR DETERMINING ALLOWABLE LOCAL TRAVEL TRANSPORTATION EXPENSES

Updated for purposes of clarification, particularly as to an employee who also receives a transit subsidy.

4-20-40 MODES OF TRAVEL

Updated for purposes of clarification and to add Internet website reference. Added guidance on assessing cost most advantageous to the Government and on permissible additional-cost features available in rental vehicles.

5-00 PER DIEM RATES, ACTUAL EXPENSE REIMBURSEMENT, AND LODGING REQUIREMENTS

5-00-20 ELIGIBILITY FOR PER DIEM OR ACTUAL EXPENSE ALLOWANCE

Adjustment of policy explanation to conform to GSA meanings of “official duty station” and “local travel area.” (Pertinent cross-references to other Travel Manual sections added.)

5-00-30 PER DIEM AND ACTUAL EXPENSE ALLOWANCES

Added clarification of appropriate choices for lodging (situation, cost comparisons, etc.). Language added to clarify GSA regulatory provisions on conference lodging allowances. Changed HHS policy and guidelines on setting maximum subsistence rates for extended TDY travel, incorporating basic GSA standards. Set out new time ranges and methods to determine appropriate reduction in per diem allowances for such travel. Former percentage caps replaced by more flexible standards for lodging, with higher guideline caps (none specified for foreign OCONUS); M&IE reduction guidelines set, based on provision of meals and/or cooking facilities at long-term lodging. Clarification of actual expense rate policies.

5-00-40 PER DIEM MAY NOT BE AUTHORIZED AT OFFICIAL DUTY STATION

Added explanation and clarification on entitlement to per diem at official duty station, statutory exception, and applicable case decisions.

5-00-50 HOTEL/MOTEL FIRE SAFETY ACT OF 1990

Updated for purposes of clarification.

5-00-60 EXEMPTION FROM STATE OR LOCAL TAX ON HOTEL/LODGING ACCOMMODATIONS

Explained HHS policy concerning employees’ entitlement to reimbursement and responsibilities for securing pertinent information on tax-exempt locations for Federal official business travel.

5-00-70 INTERNAL CONTROLS OVER AUTHORIZATION AND PAYMENT OF PER DIEM RATES AND ACTUAL EXPENSES

Updated FTR reference.

5-10 SPECIAL TRAVEL SITUATIONS

5-10-10 REIMBURSEMENT FOR TEMPORARY DUTY TRAVEL IN CONJUNCTION WITH APPROVED LEAVE

Updated for purposes of clarification.

5-10-20 REIMBURSEMENT FOR PER DIEM/ACTUAL EXPENSES FOR DAYS WHEN ANNUAL OR COMPENSATORY LEAVE IS TAKEN WHILE ON OFFICIAL TRAVEL

Augmented to explain FTR rules on calculation of entitlement to reimbursement when leave is taken, particularly on extended travel when lodging is paid on monthly basis. Explained more fully how travel day M&IE is computed when traveler elects to arrive/depart other than on usual travel day.

5-10-30 REIMBURSEMENT FOR PER DIEM OR ACTUAL EXPENSES FOR NON-WORKDAYS WHOLE ON OFFICIAL TRAVEL

Clarified entitlement to reimbursement at extended TDY location in different situations where employee may return to official duty station during period of TDY travel.

5-10-40 EMERGENCY TRAVEL

Added extensive explanation of FTR rules on travel to another location during period of TDY travel, in personal emergency situation.

5-10-50 TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS

Expanded explanations of, and added examples for, situations where employee may be granted approval for additional expenses, and/or attendant to accompany him/her, based on medical condition(s).

5-10-60 TEMPORARY DUTY AT ONE LOCATION SUBSEQUENTLY MADE PERMANENT

Updated for purposes of clarification.

5-10-70 TEMPORARY DUTY EN ROUTE TO FIRST PERMANENT DUTY STATION

Updated for purposes of clarification.

6-00 INTERNATIONAL TRAVEL

6-10-00 GENERAL POLICY

Updated for purposes of clarification.

6-00-20 DEFINITIONS

Updated for purposes of clarification.

6-00-30 NOTIFICATIONS OF FOREIGN TRAVEL

Updated for purposes of clarification.

6-00-50 CATEGORIES OF INTERNATIONAL TRAVEL REQUIRING OGHA
NOTIFICATION, APPROVAL FROM ASAM (THROUGH OGHA), AND
DEPARTMENT OF STATE COUNTRY CLEARANCES

Updated for purposes of clarification.

6-00-60 PREMIUM CLASS INTERNATIONAL TRAVEL

Updated for consistency and clarification. Expanded HHS policy on use of rest stop en route versus business class travel.

6-00-70 ANNUAL LEAVE

Updated for purposes of clarification.

6-00-90 QUARTERLY AND INDIVIDUAL TRIP REPORTS

Added provision permitting submission of group trip report in limited circumstances.

6-00-100 PAYMENT OF TRAVEL EXPENSES BY A NON-FEDERAL SOURCE

Updated for purposes of clarification.

6-00-110 OTHER APPLICABLE CHAPTERS

Updated.

EXHIBITS 6-00-60 A & B

Updated for consistency and clarification.

**7-00 TRAVEL AND TRANSPORTATION EXPENSES CONNECTED WITH
THE DEATH OF EMPLOYEES UNDER CERTAIN CIRCUMSTANCES**

7-00-00 PURPOSE

Added [replaced “Authority” section in previous version].

7-00-10 GENERAL

Clarified that OPDIVs and STAFFDIVs must pay certain expenses.

7-00-20 ALLOWANCES

Added to outline what allowable expenses of certain types must be reimbursed, as opposed to those that may be reimbursed; noted certain additional obligations.

7-00-30 SUPPLEMENTAL HHS POLICIES

Updated for purposes of clarification [former section 7-10-20].

7-00-40 FEDERAL TRAVEL REGULATION GUIDELINES

Added to delineate FTR provisions that pertain to this subject.

**8-00 TRAVEL AND TRANSPORTATION EXPENSES UNDER THE
INTERGOVERNMENTAL PERSONNEL ACT**

[formerly Chapter 1-90, Intergovernmental Personnel Act]

Eliminated section on “Commuting Expenses” [formerly 1-90-30]

8-00-00 PURPOSE

“Purpose” of chapter added.

8-00-10 COVERAGE

Clarifies coverage. Discussion of exclusions [formerly under 1-90-00.B] expanded.

8-00-20 GENERAL

[formerly 1-90-00]

Eliminated examples of agreement provisions. Updated for purposes of clarification, including information pertinent to the execution of IPA agreements. Expanded explanations concerning service agreement requirements and penalties if agreement not completed.

8-00-30 ALLOWANCES

[formerly 1-90-10]

Updated for purposes of clarification; clarified legal bases for reimbursement. Expanded coverage of relocation allowances.

8-00-40 COMPARISON OF COST

Updated for purposes of clarification. Examples modified; expounded on method of estimating costs.

8-00-50 TRAVEL ORDERS

Updated for purposes of clarification.

8-00-60 CLAIMS FOR ALLOWANCES AND REIMBURSEMENTS

Updated for purposes of clarification.

9-00 TRAVEL AND TRANSPORTATION REFORM ACT OF 1998

Updated for purposes of clarification. Adopted FTR's new permissible Government-issued travel charge card exemption for employees who travel five times or less per year.